

# Guidance on Behavior Reporting

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## New for School Year 2016-17

Starting in school year 2016-17 we have removed two behavior event codes from the Infinite Campus behavior management module, cyberbullying (code 51) and general bullying/ hazing (code 53). Moving forward bullying incidents will be reported to the state using the new NEO Bullying Incidents Reporting System. Bullying includes, but is not limited to a written, oral or a physical act or gesture or of any combination thereof, directed at a student or students that has the effect of physically harming a student, damaging a student's property or placing a student in reasonable fear which ultimately interferes with the student's academic performance or ability to participate in or benefit from the services, activities or privileges provided by a school. Please note that if a bullying incident results in the removal of the student from their regular educational setting for at least a half of a school day the incident will not only need to be entered into the NEO bullying module but in Infinite Campus as well. Please be sure to enter these incidents with an event code 52 (Bias-Based Harassment).

This can included, but is not limited to:

- Pervasive taunting (teasing)
- Posturing
- Name Calling
- Belittling
- Mocking
- Put-downs,
- Demeaning Humor
- Hurtful Imitations
- Manipulating his/her relationships with others such as spreading rumors or social exclusion
- Verbal or non-verbal threats or intimidations to harm a student or other individuals or their possessions including aggressive, menacing or disrespectful gestures
- Hiding books, backpacks or other possessions.

## Background

In schools, over the course of an academic year, a variety of behavior related incidents will occur. These incidents will range from relatively minor to very serious. When an incident occurs and resolutions have been made, it's then decided whether it is to be reported on the Infinite Campus Behavior Management tab. The

school administration will use their discretion to determine appropriate discipline for the Behavior Events that are required to be reported to the Maine Department of Education.

The Maine Department of Education recognizes that implementing a behavior incidence data collection system consistent from school to school is challenging. Reportable behavior incidents will be interpreted relative to the SAU's Adoption of student code of conduct and School disciplinary policies (see [§1001, 15. and 15-A.](#) in the Maine Education and School Statutes), however, adhering to this guidance provided by the Maine DOE should result in substantially objective data that can be aggregated into a credible picture of student behavior in Maine's schools

The collection includes three basic data elements: the **Event Name** (type), the **Participant**, and the **Behavior Resolution** (consequence).

Additional information about the required data elements on the tab can be found in the student data standards document available at: <http://www.maine.gov/doe/data/student/standards/student-data-standards.pdf>

### **Deciding When to Report**

An incident is reportable to the Infinite Campus Behavior Management tab when:

The student is:

- expelled with services;
- suspended out of school;
- placed in an alternative education setting by school personnel;
- supervised during an in school suspension;
- placed in an alternative education setting by a hearing officer; and/or
- expelled without services;

from the regular educational setting for at least a half of a school day.

AND/OR

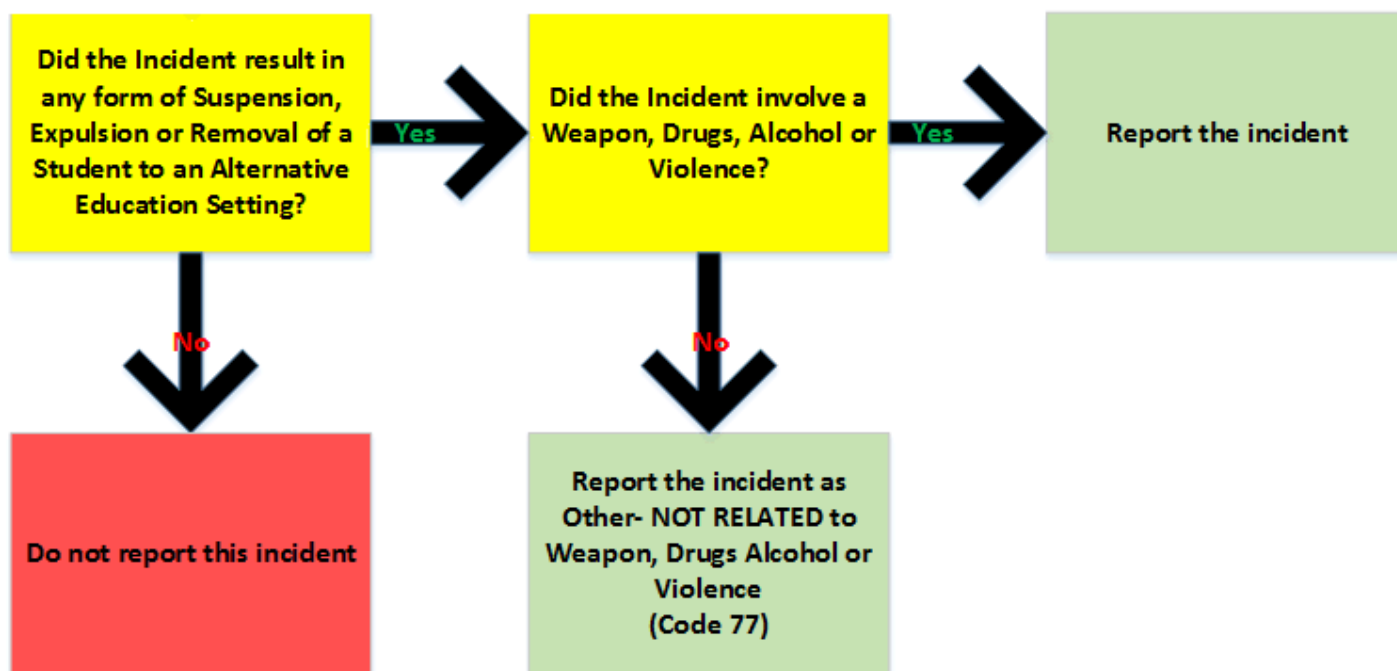
The event (incident) is:

- Alcohol Related
- Marijuana Related
- Other Illicit Drug Related
- Bias-Based Harassment
- Violence with Physical Injury
- Violence without Physical Injury
- Weapons Possession
- Other – NOT Drug, Alcohol, Weapons, or Violence Related Bomb Threat (when it is known the student who made the threat) – for reporting a Bomb Threat to the Maine DOE within two business days of the threat, please [click here](#)

## Behavior Resolution Codes

[http://www.maine.gov/doe/data/student/behavior\\_guidance.html](http://www.maine.gov/doe/data/student/behavior_guidance.html)

A graphic of the decision process is provided below:



## Reporting of Incidents Involving an Unknown or Possible Non-Student Offender

While most of the incidents that you report will be for offenses committed by your students, there may be incidents where you cannot identify the offender or the offender is a non- student (bomb threats or someone entering the building with a firearm are two examples).

To comply with Maine's law on bomb threats and the Maine Unsafe School Choice Option policy (part of the Elementary and Secondary Education Act), an incident involving an unidentified or possible non-student offender must be reported if it occurs in school, on school grounds, or at a school-sanctioned event and must be described by one of the event types. However, because the Behavior tab only allows for the reporting of offenses committed by students, there is an alternative method for the reporting of incidents involving unknown or non-student offenders.

Guidance for reporting incidents involving **unknown or non-student offenders** is as follows (to report bomb threats, see below):

If a reportable incident occurs in school, on school grounds, or at a school-sanctioned event, report the incident directly to the Maine Department of Education, Office of the Commissioner, within 24 hours after the event occurrence by calling (207) 624-6606.

Include the following in the report:

1. Name of the person reporting the incident
2. Telephone/fax numbers
3. Date and time of incident
4. Incident location
5. Type of incident
6. Incident description
7. How it was discovered or reported (written on wall, phone call, etc.)
8. Action taken by the school / school district in response to the incident

Should the offender later be determined to be a student, the behavior must also be reported as a behavior incident as described in this document.

### **Reporting of Bomb Threats For Unknown or Possible Non-Student Offender**

To report a bomb threat, please go to the following site: <http://www.maine.gov/doe/security/resources/bomb-threats.html>. You will need to login to report the incident and your local Superintendent's Office should have the login credentials. If you do not know what they are, the Superintendent must call the MEDMS Help Desk at 207-624-6896 to retrieve this information.

Should the offender later be determined to be a student, the behavior must also be reported as a behavior incident as described in this document.

### **Behavior Resolutions**

All steps taken to resolve an incident must be reported; not just the final resolution.

**Example:** several steps may be required to resolve a bullying incident, i.e. meeting with the parents, creating a safety plan, counseling and, lastly, suspension of the perpetrator. All these resolution steps must be reported separately.

The following is a list of resolutions (those resolutions specific to events regarding bullying are titled as such and start with code 31):

*Expulsion with Services (01)* – An action taken by the local educational agency removing a child from his/her regular school for disciplinary purposes for the remainder of the school year or longer in accordance with local educational agency policy. Educational services ARE provided to the student during the expulsion period. This includes removals resulting from violations of the Gun Free Schools Act that are modified to less than 365 days.

*Out of School Suspension (02)* – Instances in which a child is temporarily removed from his/her regular school for disciplinary purposes to another setting (e.g., home, behavior center). This includes both removals in which no IEP services are provided because the removal is 10 days or less, as well as removals in which the child continues to receive services according to his/her IEP.

*Alternative Education Setting by School Personnel (03)* – An appropriate setting determined by the child's IEP team in which the child is placed for no more than 45 school days. This setting enables the child to continue to receive educational services and participate in the general education curriculum (although in another setting) and to progress toward meeting the goals set out in the IEP. As appropriate, the setting includes a functional behavioral assessment and behavioral intervention services and modifications to address the behavior violation so that it does not recur.

*In School Suspension (05)* – Instances in which a child is temporarily removed from his/her regular classroom(s) for disciplinary purposes but remains under the direct supervision of school personnel. Direct supervision means school personnel are physically in the same location as students under their supervision. *(This is limited to a formal suspension issued by the appropriate school authority.)*

*Alternative Education Setting by Hearing Officer (06)* – Those instances in which an impartial hearing officer orders the removal of children with disabilities from their current educational placement to an appropriate alternative educational setting for not more than 45 school days based on the hearing officer's determination that maintaining the child's current placement is substantially likely to result in injury to the child or others. The IEP team is responsible for determining the interim alternative educational setting.

*Expulsion without Services (09)* – An action taken by the local educational agency removing a child from his/her regular school for disciplinary purposes for the remainder of the school year, or longer, in accordance with local educational agency policy. Educational services ARE NOT provided to the student during the expulsion period. This includes removals resulting from violations of the Gun Free Schools Act that are modified to less than 365 days.

## **Behavior Events**

A complete list of Event Names and Codes can be found at:

[http://www.maine.gov/doe/data/student/behavior\\_codes.html](http://www.maine.gov/doe/data/student/behavior_codes.html)

Existing Behavior Event Codes are as follows:

- **Alcohol Related (02):** Incidents where students possessed or used alcohol on school grounds or were under the influence of alcohol while on school grounds.
- **Bomb Threat (07):** Any threat (verbal, written, or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, or causing damage to a school building or school property, or to harm students or staff.
- **Marijuana Related (22):** Marijuana-related incidents are incidents involving possession or use of substances that include marijuana or cannabis or hashish in any form. Incidents will include possession on school grounds, being under the influence of marijuana on school grounds and trafficking in or possessing for sale marijuana on school grounds.
- **Other Illicit Drug Related (24):** Drug-related incidents are incidents involving possession or use of substances that include tobacco or illicit drugs (including steroids, all prescription drugs for which the student does not have a prescription and inappropriate use of nonprescription drugs and other substances). Drug-related incidents will include illicit drugs possession on school grounds, being under the influence of illicit drugs on school grounds, tobacco possession or use on school grounds, trafficking or possession for sale of illicit drugs on school grounds.
- **Harassment (Bias-Based) (52):** Any form of general bullying or injurious hazing (see #53 below) where subject matter or focus is on statutorily protected as a civil right. These areas are: Race, Ethnicity, Disability, Gender, Sexual Orientation (LGBTQ), Sexual Role, Religion, National Origin. **The nature of the bias must be included in the detail of the reporting.**
- **Violence with Physical Injury (71):** Any physically violent incident with injury where one or more students, school personnel, or other persons on school grounds require professional medical attention. Examples include stab or bullet wounds, concussions, fractured or broken bones, or cuts requiring stitches.
- **Violence without Physical Injury (72):** Incidents involving violent behavior or the threat of violent behavior but that did not result in the need for professional medical attention This could include but not be limited to, fighting, pushing, shoving, robbery, sexual assault, threat/intimidation and homicide.

- **Weapons Possession (73):** Weapons possession is the possession of the following or similar items: handgun, shotgun or rifle, other type of firearm (e.g., devices designed to expel a projectile, grenade, explosive), knife, other sharp object (e.g., razor blade, ice pick, Chinese star), other object (chain, brass knuckle, billy club, stun gun), substance used as a weapon (mace, tear gas).
- **Other – NOT Drug, Alcohol, Weapons or Violence Related (77):** Other reasons for disciplining a student and removing them from their regular educational setting NOT RELATED to drug or alcohol use, weapons possession, or violence.

**Q: If I have decided that an incident is reportable, but there were multiple incident types involved, which type should I report?**

A: In these cases, report the most serious incident type that is involved. The U.S. Department of Education recommends the following hierarchy for the seriousness of the incident:

1. Violence with physical injury
2. Violence without physical injury
3. Weapons or explosive device possession
4. Drugs
5. Alcohol
6. Bias-Based Harassment

School personnel should feel free to rely on their own sound judgment when reporting these types of cases.

# Entering Incidents of prohibited behavior

1.) Behavior> Behavior Management> New

The screenshot shows the Infinite Campus State Edition interface. At the top, there's a green header with the logo and 'State Edition'. Below it, filters for Year (14-15), District (Acton School Department (1000)), and School (Acton Elementary School) are visible. The left sidebar contains a navigation menu with categories like Student Information, Census, Behavior, Attendance, and Reports. The 'Behavior' category is expanded, and 'Behavior Management' is selected. A red arrow points to the 'New' button in the 'Behavior Management' section, and a blue arrow points to the 'Behavior Management' link in the sidebar.

2.) Incident detail information

Add "Date of Incident", "Time of Incident" and "Details"

Select "Add Event/Participant" when finished

The screenshot shows the Infinite Campus State Edition interface with the 'Incident Detail Information' form open. The form contains fields for Status (In Progress), Submitted Date, Title, Discipline, Date of Incident (06/03/2015), Time of Incident (11:06 AM), Incident Time, Location, Damages, Context Description, and Location Description. At the bottom, there's a section for 'Events and Participants' with buttons for 'Add Event/Participant', 'Add Resolution', and 'Add Behavior Response'. A red circle highlights the 'Add Event/Participant' button.

2.) Add event and participant, then select “Save”.

The screenshot shows the Infinite Campus State Edition interface. The top navigation bar includes the logo and 'State Edition'. Below it, filters for Year (14-15), District (Acton School Department (1000)), and School (Acton Elementary School) are visible. The left sidebar contains a navigation menu with categories like Student Information, Census, and Behavior. The 'Behavior Management' section is active. The main content area displays the 'Event and Participant Details' modal. This modal has two main sections: 'Event Details' and 'Participant(s) Details'. In the 'Event Details' section, the 'Event Type' dropdown is set to '11: Disorderly Conduct', indicated by a yellow arrow. Below this, fields for Demerits, State Code, Category, Weapon, and Victim are present. The 'Participant(s) Details' section includes an 'Add Participant' button and a search area. The search filter is set to 'Students', and the search text is 'anastasio', with a yellow arrow pointing to the search button. Below the search area, the participant's name 'Trey Anastasio (Gender: M Grade: 8 Age: 50 #: )' is displayed. At the bottom of the modal, there are 'Save' and 'Close' buttons, with the 'Save' button circled in red. Below the modal, there are buttons for 'Add Event/Participant', 'Add Resolution', and 'Add Behavior Response'.

Select “Add Resolution”.

The screenshot shows the Infinite Campus State Edition interface. The top navigation bar includes the logo and 'State Edition'. Below it, filters for Year (14-15), District (Acton School Department (1000)), and School (Acton Elementary School) are visible. The left sidebar contains a navigation menu with categories like Student Information, Census, and Behavior. The 'Behavior Management' section is active. The main content area displays the 'Incident Detail Information' section. This section contains fields for Incident ID (60776), Status (In Progress), Submitted Date (06/03/2015 12:12 PM), Submitted By (Cunningham, Ryan), Title (Disorderly Conduct), Discipline, Date of Incident (06/03/2015), Time of Incident (11:06 AM), Damages (\$ 0.00), Context Description, Location, and Location Description. Below these fields is a 'Details' section. At the bottom of the page, there are buttons for 'Add Event/Participant', 'Add Resolution', and 'Add Behavior Response', with the 'Add Resolution' button circled in red. Above these buttons, there is a link to 'Review Participants'.



Select a “Resolution Type”, enter a “Resolution Assign Date”, enter “Duration in School Days”, click on the checkbox next to the offenders name and select “Save”.

The screenshot shows the Infinite Campus State Edition interface. The top navigation bar includes the Infinite Campus logo and 'State Edition'. Below this, there are dropdown menus for Year (14-15), District (Acton School Department (1000)), and School (Acton Elementary School). The main menu on the left includes Index, Search, Help, and Behavior Management. The Behavior Management section is expanded, showing a list of options: Student Information, Special Ed, Census, Behavior, and Attendance. The 'Add Resolution' dialog box is open, showing the 'Resolution Details' section. The 'Resolution Type' is set to '02: Out of School Suspension'. The 'Resolution Assign Date' is 06/03/2015. The 'Resolution Start Date' is 06/03/2015 and the 'Resolution Start Time' is 12:13 PM. The 'Resolution End Date' and 'Resolution End Time' are empty. The 'Duration in School Days' is 0. The 'Behavior Admin Staff Name' is empty. The 'Details' section is empty. The 'Apply To' section shows 'Disorderly Conduct' and a checkbox for 'Trey Anastasio' which is checked. The 'Save' button is circled in red.

## Contact for Questions

Should you have questions on what to report, when to report or how to categorize a behavior incident, please contact Sarah Ricker, Student Assistance Coordinator at the Maine Department of Education. She is available by telephone at 624-6685 or email at [sarah.ricker@maine.gov](mailto:sarah.ricker@maine.gov).

Should you have any issues accessing Infinite Campus State Edition or the Behavior Management module within Infinite Campus State Edition, please contact the MEDMS Helpdesk at 624-6896 or email at [MEDMS.helpdesk@maine.gov](mailto:MEDMS.helpdesk@maine.gov).